DETAILED OUTLINE OF ENGINEERING LECTURE - WEEK #1

Turntable operation

Speeds
in CR I put shift lever in proper slot
in CR II lever left or right for 33 or 78; put adaptor sleeve over drive spindle for 45 - lever to 33

Needles
green for 78's
red for 33's and 45's
flip over with knob of your finger

Equalization
turning equal knob on side of TT CW cuts down on scratch, hiss, and high frequency response - thus use as little possible equqlization with acceptable level of scratch and noise - a rule of thumb is pos3 for lp's pos4 for 45's, pos5 for 78's - easiest way is to listen first

Airing records or announcer

level control
in both Cr's and ST's, "1" is left and "2" is right
set proper control (they re labelled) so that music peaks at 100 and voice between music at 80; news announcers peak at 100.
in CR I - black switches above pots to <u>right</u>
in CR II - black and green (red for TT's) switches above pots up and back - once set these are not touched

Airing
announcer
announcer turns own mike on air with long black switch. Engineer makes small adjustments in pot, <u>always left</u> at proper level.
records
after record has been <u>cued</u>(see below), as time approaches, engineer holds record with finger, starts TT, and at signal from ann. turns pot quickly to nrmal level position and lets record go at same time. Pot is returned to zero level as soon as cut ends.

cueing
to cue up record, turn pot full CCW until click is heard, start TT, let needle run in groove untill first sound is heard; stop record with finger and pull back about 1/4. 1/3, 1/2 turn for 33, 45, 78 respectively. Too little margin will make record wow when you air it. Always recheck cue once or t twice. Do not leave pot in cue postion.

jump cue

cue comes out of right-hand spkr - it may be necessary to kill monitor to hear it.

## Announcer Controls

### Talkback

from CR to ST: press button on egge of desk. If you wish to break in on announcer while his mike is live use red override button on panel to your right.

from ST to CR: press button in center on ann. control box; as this works when you are on the air and automatically cutsx your mike, it is an easy way to cut mike for a cough or sneeze.

### Warning lights

flip on red warning lights (in CR ST and sound lock) about 30 seconds before announcer is to go on air to warn both annoncer and anyone about to go through door. Do not forget to turn these off once announcer <u>is</u> on air. In this case air lights and green lights go on; ST speaker is also cut.

## Monitor system

level is controlled visually on VU meter (left meter is CR II)
quality of signal is monitored over left speaker system
level control for this affects only CR and ST speakers and is set at comfortable level - if set too loud it will leak through into other studio's.
any speaker(except ST I) has a cutoff switch at left of ann. control panel

## Production

### Themes

show starts at:05-00 with theme up (or :35-00)
show ends at :29-30 or :59-30; form this subtract time of theme(timed previously by announcer) - this is when you start theme. If last selection is still playing, xart start theme at zero level, bring up as last record ends, or cross fade if necesary from last record to theme xob at about a min before end.of HST.

### Segues

a segue is the start of one record just as the other ends. Simplest system is to have TT running under record #2, which you hold with your finger, while record #1 runs out. Upon hearing last sound of record #1, quickly turn up pot #2 and release record #2. You may keep pot #2 open as yxxxstxrtxrexord in advance as record #1 windsup. Once rec #2 is playing, then go back to pot #1 and turn this down bofxe before next band or "end noise" comes through.

Segue fades

this is a segue in which the second record is begun at about 1/3 normal volume so that annnouncer may talk over the intvoduction.

Cross fades

one record is sarted at zero level; as thisrecord is faded up this record already playing is faded down.

Hand signals

know these:
- Theme
- Station Break
- Announce!
- Segue
- Segue-fade
- Fade up
- Fade down
- Start record under me
- Start record

at all times use hand signals; talkbalk is only for spare use. —

Engineer's responsibilities

the engineer is responsible for all timings being correct
the engineer is responsible for all level control
switch engineers during the news
never leave the CR without an engineer in it
do not touch any pots, switches, or patches about which you have not been specifically instructed. Leave these to the supervisor.
the engineer must remind announcer if he forgets a station break , announcement, etc.

be here ½ hour early to watch the engineer before you.

ask questions!